

# Scientist & Engineer T-CDP

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# 1. Employee Profile

v1.00.02P



## You are in: Create Profile

To Create this User Profile, please complete information below

### Create User Account

\* Denotes Required Fields  
# Required For Employees Only

* Email/User ID:	<input type="text" value="John.Doe@Randolph.af.mil"/>		
* Role:	Employee		
* Rank / Grade:	<input type="text" value="GS-13"/>	Title:	<input type="text" value="Mr."/>
* First Name:	<input type="text" value="John"/>	Middle Initial:	<input type="text"/>
* Last Name:	<input type="text" value="Doe"/>	Suffix:	<input type="text"/>
* Career Field:	<input type="text" value="K - Scientist and Engineer"/>		
* Current Working Duty Title:	<input type="text" value="Electronics Engineer"/>	* Occupational Series:	<input type="text" value="0855-Electronics Engineer"/>
* MAJCOM:	<input type="text" value="AFPC - AF Personnel Center"/>	* Office Symbol:	<input type="text" value="DPKCW"/>
* Address:	<input type="text" value="555 E Street West Ste 1"/>		
* City / Base:	<input type="text" value="Randolph AFB"/>	* State:	<input type="text" value="TX"/>
* Postal Code:	<input type="text" value="78150"/>	* DSN:	<input type="text" value="665-0000"/>
* Comm Phone:	<input type="text" value="210-565-0000"/>		
# SSN (with dashes):	<input type="text" value="123-45-6789"/>		
# Last Promotion Date:	<input type="text" value="May"/>	<input type="text" value="2000"/>	# Current Position Start Date: <input type="text" value="May"/> <input type="text" value="2000"/>

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## 2. Employee Log-In

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**T-CDP**  
Transition-  
Civilian Development Plan



HOME CONTACT HELP

### Login

Please enter your Email and Password below to access the system.

If you have not yet created a User Profile, [Click here](#).

Email:

John.Doe@Randolph.af.mil

Password:

••••••••

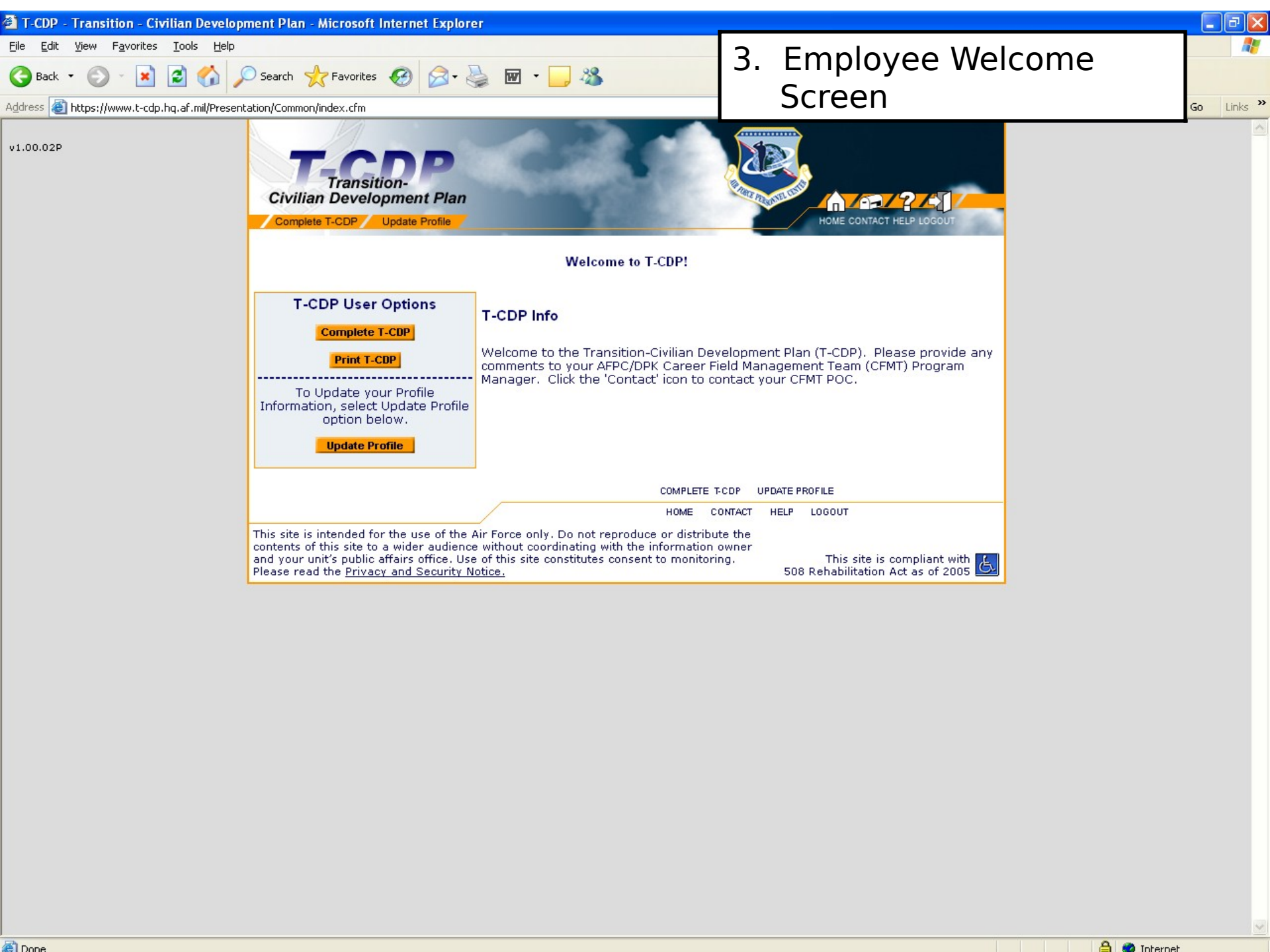
[Forgot Password?](#)

Login

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### 3. Employee Welcome Screen

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You are in:  
Complete T-CDP  
Step 1 of 4

### EXPERIENCE HISTORY

List your experience history, in chronological order, beginning with your most recent assignment (*do not include your current job.*)

Experience History for: Joshua Miner

#### ASSIGNMENT 1

* Pay Plan/Series/Grade:	<input type="text" value="GS-0855-12"/>	* Working Duty Title:	<input type="text" value="Electronics Engineer"/>	<div>Move Up</div> <div>Remove</div> <div>Move Down</div>
* Organization & Office Symbol:	<input type="text" value="DPKCW"/>	* MAJCOM:	<input type="text" value="AFPC - AF Personnel Center"/>	
* Geographic Location:	<input type="text" value="Randolph AFB, TX"/>	* Level Experience:	<input type="text" value="D-Wing/Base"/>	
* Type Experience:	<input type="text" value="Research &amp; Development"/>	* Years/Months in Position:	<input type="text" value="4"/> / <input type="text" value="0"/>	
* Supervisory Experience:	<input type="text" value="8-Non-Supervisory"/>			

#### ASSIGNMENT 2

* Pay Plan/Series/Grade:	<input type="text" value="GS-0855-11"/>	* Working Duty Title:	<input type="text" value="Electronics Engineer"/>	<div>Move Up</div> <div>Remove</div> <div>Move Down</div>
* Organization & Office Symbol:	<input type="text" value="DPCE1"/>	* MAJCOM:	<input type="text" value="AFPC - AF Personnel Center"/>	
* Geographic Location:	<input type="text" value="Randolph AFB, TX"/>	* Level Experience:	<input type="text" value="D-Wing/Base"/>	
* Type Experience:	<input type="text" value="Studies &amp; Analysis"/>	* Years/Months in Position:	<input type="text" value="3"/> / <input type="text" value="6"/>	
* Supervisory Experience:	<input type="text" value="8-Non-Supervisory"/>			

Add Assignment

Save & Continue

Print

Cancel

## 4. Employee Experience History

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## 5 A. Employee Career Projections

Experience History Updated

You are in:  
Complete T-CDP  
Step 2 of 4

### PROFILE

Name: Mr. John Doe

Assignment: Electronics Engineer

SSN: 123-45-6789

Email: Joshua.Miner@Randolph.af.mil

Career Field ID: Scientist and Engineer

Occupational Series: 0855-Electronics Engineer

MAJCOM: AFPC

Address: 555 E Street West Ste 1

City State, Zip: Randolph AFB, TX 78150

Last Promotion Date: May 1, 2000

Current Position Start Date: May 1, 2000

### CAREER PROJECTIONS/RETIREMENT PLANNING

\* Earliest Retirement Date:

May 2020

\* Estimated Retirement Date:

May 2025

\* Certainty:

☒ Flexible ☐ Certain

\* Are you Mobile/Willing to Relocate?

☒ Yes ☐ No

\* Are You Willing to Deploy?

☐ Yes ☒ No ☐ N/A

\* When do you expect to vacate your current position?

Apr 2006

\* Do you wish to Opt Out this DT Cycle?  
(If yes, provide reason)

☐ Yes ☒ No

### PREFERENCES

You may make up to three separate career plans. Unless you wish to opt out of this DT cycle, select at least a near-term preference under Plan 1. The beginning date will automatically equal the date on which you expect to vacate your current position. You must make a near-term entry in any plan to make a mid-range one, and so on. Each beginning date for the next period will correspond to the end date of the previous period.

PLAN 1						
Time	Begin	End	Experience Level	Assignment	Geographic Location	
NEAR	Apr/2006	Mar 2011	7-ALC (Air Logistics Center)	D-Division Chief	Wright-Patterson AFB, OH	
MID	Mar/2011	Feb 2017	4-HAF/SAF	D-Program Manager	Pentagon, DC	
FAR	Feb/2017	Jan 2025	5-MAJCOM	D-Director of Engineering	Eglin AFB, FL	

PLAN 2						
Time	Begin	End	Experience Level	Assignment	Geographic Location	
NEAR	N/A	Select	Select	Select	Select	
MID	N/A	Select	Select	Select	Select	

City State, Zip: Randolph AFB, TX 78150

Last Promotion Date: May 1, 2000

Current Position Start Date: May 1, 2000

## 5 B. Employee Career Projections Continued

### PREFERENCES

You may make up to three separate career plans. Unless you wish to opt out of this DT cycle, select at least a near-term preference under Plan 1. The beginning date will automatically equal the date on which you expect to vacate your current position. You must make a near-term entry in any plan to make a mid-range one, and so on. Each beginning date for the next period will correspond to the end date of the previous period.

PLAN 1						
Time	Begin	End	Experience Level	Assignment	Geographic Location	
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MID	Mar/2011	Feb 2017	4-HAF/SAF	D-Program Manager	Pentagon, DC	
FAR	Feb/2017	Jan 2025	5-MAJCOM	D-Director of Engineering	Eglin AFB, FL	

PLAN 2						
Time	Begin	End	Experience Level	Assignment	Geographic Location	
NEAR	N/A	Select	Select	Select	Select	
MID	N/A	Select	Select	Select	Select	
FAR	N/A	Select	Select	Select	Select	

PLAN 3						
Time	Begin	End	Experience Level	Assignment	Geographic Location	
NEAR	N/A	Select	Select	Select	Select	
MID	N/A	Select	Select	Select	Select	
FAR	N/A	Select	Select	Select	Select	

#### CAREER PROJECTION PLAN COMMENTS:

Strategic leadership position--key GS-15 -SES

[Save & Continue](#)[Print](#)[Cancel](#)[COMPLETE T-CDP](#) [UPDATE PROFILE](#)[HOME](#) [CONTACT](#) [HELP](#) [LOGOUT](#)

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## 6. Employee Career Brief

### Transition- Civilian Development Plan

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T-CDP has been updated

You are in:  
Complete T-CDP

Career Brief Step 3 of 4

#### SUBMIT CAREER BRIEF

No Career Brief has been submitted.

**Print This Instruction Page for Reference**

#### INSTRUCTIONS FOR EMPLOYEE CAREER BRIEF UPLOAD

View your brief to ensure it is current and accurate,  
and update it as needed

Access your Civilian Employee Career Brief and ensure it is current and accurate, and update it as needed. Save it to your computer by following these steps:

1. Access the AFPC Secure Website at:  
<https://www.afpc.randolph.af.mil/afpcsecure/default.asp>
2. Log in by entering your User Name and Password.
3. At the Main Menu, click the button titled: "Civilian Career Brief"; then click "Submit".
4. At the Civilian Employee Career Brief "Welcome" page, RIGHT click on "Print Brief" in the Employee Data Links menu.
5. Select "Save Target As..."
6. Select a drive (i.e., C drive) where you want to save the Career Brief.
7. Once the drive has been selected, rename the document as follows:
  - a. lastname.firstname
  - b. Example: smith.joe.htm*Note: The document type is set-up to save as ".htm"*
8. Save the Career Brief to your computer.
9. Click the Browse button below to select your saved Civilian Employee Career Brief (.html format) to the T-CDP website. Double click on the saved document.
10. Click the Submit button to upload your Career Brief.

Locate your file:

Brief - Doe,  
John.doc

[Browse...](#)

[Submit](#) [Skip to Next Step](#) [Cancel](#)

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# T-CDP

Transition-  
Civilian Development Plan

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## Career Brief uploaded

You are in:  
Complete T-CDP  
Step 4 of 4

### SUPERVISOR INFO

\* Supervisor Rank/Grade:

\* Supervisor First Name:

Supervisor Middle Initial:

\* Supervisor Last Name:

Supervisor Suffix:

\* Supervisor Email:

[Submit to Supervisor](#)[Save CDP \(Do Not Submit\)](#)[Cancel](#)[COMPLETE T-CDP](#) [UPDATE PROFILE](#)[HOME](#) [CONTACT](#) [HELP](#) [LOGOUT](#)

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## 7. Employee Completes Supervisor's Information

**T-CDP**  
Transition-  
Civilian Development Plan



HOME CONTACT HELP LOGOUT

**T-CDP Submitted to Supervisor**

An email has been sent to your supervisor at

“Mary.Jane@Randolph.af.mil”.

**If you would like to make additional changes to the T-CDP, either use the button below or go back to the home page and click "Recall T-CDP".**

**Recall T-CDP**

**Continue**

COMPLETE T-CDP      UPDATE PROFILE

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## 9 A. Supervisor's Assessment

### Transition- Civilian Development Plan

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You are in  
**Complete Assessment**

Go To: [Profile](#) -- [T-CDP](#)

#### EMPLOYEE PROFILE --

**Name:** GS-13, Mr.

**E-mail:**

**SSN:** 123-45-6789

**Duty Title:** Electronics Engineer

**Office Symbol:** DPKCW

**Address:** 555 E Street West Ste 1  
Randolph AFB, TX 78150

[View T-CDP](#)[View Career Brief](#)[View Experience History](#)

#### ASSESSMENT --

##### SUPERVISOR PROFILE

[Modify Profile](#)

**GS-14**

**AFPC/DKPCW**

**Scientist & Engineer Career Field  
Administrator**

hhhhhhhhhhhhhhhhhhhh, TX  
hhhhhhhhhhhhhhhhhhhh

##### SUPERVISOR'S RECOMMENDATION

- Review the attached member's T-CDP.
- Select a Developmental Assessment. Evaluate the employee's performance and assess his or her potential using the definitions below. Provide an accurate, unbiased assessment free from considerations of race, sex, ethnic origin, age, religion, marital status, physical or mental handicap, or political affiliation.
- A short narrative justification is required.
- Provide the employee with constructive feedback within 30 days of receiving the Development Team assessment.
- Agree or disagree and comment on the Employee's T-CDP Information below.



 **READY**

Continued

 GROOM

Demonstrated growth potential (employee would benefit by an assignment in a related specialty or different organizational level). Ready now for new developmental opportunities.

**ON-TRACK**

Needs further development at current assignment, but has growth potential and may be ready for developmental position or greater responsibility in the future.

## CURRENT ASSIGNMENT

Stay in current assignment (required for specific expertise or announced retirement, etc.)

☒ In-Residence Civilian Development Education (CDE) as Next Assignment/Development Opportunity



☒ **I AGREE** with the plan(s) provided by GS-13, Mr. Joshua Miner. Comments, if any, are in the area below.

☒ **I DISAGREE** with the plan(s) provided by GS-13, Mr. Joshua Miner -- See my comments below.

00

[illegible]

**Comments:**

[illegible]

**Save**

Submit

Print

Cancel

## 10. Supervisor Completes Endorser's Information

v1.00.02P

# T-CDP Transition- Civilian Development Plan

Manage T-CDP

Manage Profile

HOME CONTACT HELP LOGOUT

Assessment has been saved

You are in:  
Complete Assessment

### ENDORSER INFO

\* Endorser Rank/Grade:

\* Endorser First Name:

Endorser Middle Initial:

\* Endorser Last Name:

Endorser Suffix:

\* Endorser Email:

**Submit to Endorser**

**Save CDP (Do Not Submit)**

**Cancel**

MANAGE T-CDP MANAGE PROFILE

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Manage T-CDP    Manage Profile

## EMPLOYEE PROFILE --

[View T-CDP](#)

**Office Symbol:** DPKCW

**Address:** 555 E Street West Ste 1  
Randolph AFB, TX 78150

[View Career Brief](#)[View Experience History](#)

**Duty Title:** Electronics Engineer

## SUPERVISOR PROFILE

AFPC/DKPCW

### Scientist & Engineer Career Field Administrator

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[View Assessment](#)

READY

Ready now to assume greater responsibility in a more challenging position at the same or higher grade than currently held.

☒ In-Residence Civilian Development Education (CDE) as Next Assignment/Development Opportunity

**Supervisor's Assessment:** I AGREE with the plan(s) provided by GS-13, Mr. Joshua Miner . Comments, if any, are in the area below.

**Supervisor's Justification:**

**Comments:**

## 11 B. Endorser's Comments Continued

**Supervisor's Assessment:** I AGREE with the plan(s) provided by GS-  
the area below.

**Supervisor's Justification:** qqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqq

**Comments:**

**ENDORSEMENT --**

## ENDORSER PROFILE

### Modify Profile

GS-15	Joe Don
-------	---------


joe.Don@Randolph.af.mil

AFMC -- EN  
Chief Engineer

**ENDORSEMENT**

\* Employee's Plan Endorsement: ☒ I AGREE

☐ I DISAGREE with the Employee's T-CDP

**Comments:** 

\* Assessment Endorsement: ☒ I AGREE

☐ I DISAGREE with the Supervisor's Assessment

**Comments:**

Save Submit Print Cancel

MANAGE T-CDP    MANAGE PROFILE

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